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Cable Secretariat History

4 May 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
for 1 - 30 April 19671. Cables Processed

A. The combined work units of CIA and non-CIA cables totaled 65,557 broken down as follows:

CIA IN	22,074
CIA OUT	8,972
Miscellaneous (including Archives 764)	5,404
Non-CIA Units	<u>29,107</u>
Total Work Units	65,557

B. CIA IN and OUT cables totaled 121,528 for the period 1 January - 30 April 1967, an increase of 6% compared to the same period in 1966 (114,790) and 22% more than the base period 1963 (99,994).

C. Non-CIA cables for 1 January - 30 April 1967 totaled 105,080, an increase of 10% over the same period in 1966 (95,749) and 76% more than the base period 1963 (59,595).

D. Work units totaled 247,571 for 1 January - 30 April 1967, which is 22% more than the same period in 1966 (202,891) and 39% (178,652) more than base period 1963. Our Monday-Friday average for April 1967 was 2,582 items with an average of 2,185 items completed each 24 hours including Saturdays and Sundays.

2. Personnel

During the month we gained two persons, but also lost two persons. This leaves our strength at [] unchanged from last month and still 7 short of our T/O of []

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GROUP 1

Excluded from automatic

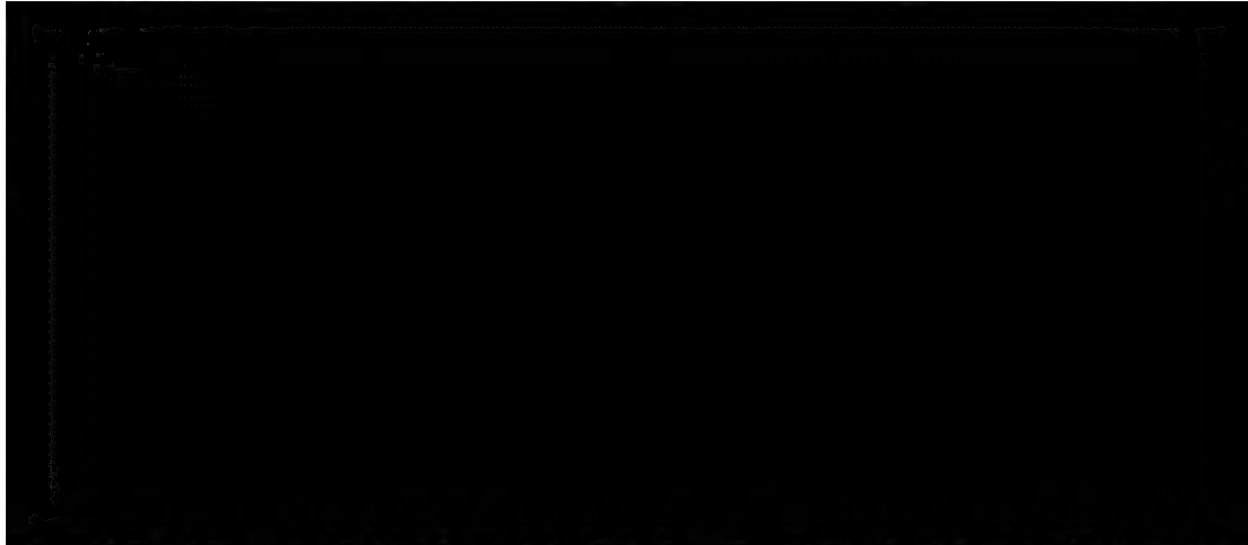
downgrading and

declassification

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3. General



B. In an effort to reduce somewhat the number of pneumatic tubes which we dispatch from 1500 to 1700 hours, informal arrangements are being made to have the Operating Divisions pick up from us around 1600 hours. FYI - we estimate that we dispatch a total of 400 tubes each day.

C. The Chief, Physical Security Division, Office of Security, inspected the Cable Secretariat and approved our procedures as they relate to the handling of Top Secret cables, classified waste, code designations and physical security. In this connection, the Office of Security, in keeping with their policy of updating the security of sensitive areas, is making arrangements to install a hold-up alarm system for the Cable Secretariat. This hold-up alarm system when installed will annunciate at the security control center.

D. Mr. W. P. Fuller, Jr., Eastern Regional Sales Manager of Universal Business Machines, visited us at our request to determine whether a "Keytronic Sorter" would be helpful in our Mail Room operation. During the visit we showed Mr. Fuller our present method of doing the operation. After watching our Mail Clerks working, he commented that in visits to other Government agencies he has never seen men working as hard and as rapidly as those in our Mail Room. He wanted to make sure that I complimented them. There is some hope that the Keytronic Sorter can be of assistance to us, but even if it is, it will be 12 months before we could possibly get delivery. We are continuing our study with representatives of UBM.

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Cable Secretary

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